

**NOTICE OF VACANCY**  
**April 9, 2021**

**POSITION:** Superintendent of Recreation

**DEPARTMENT:** Parks and Recreation

**SALARY RANGE:** \$85,340.84 - \$111,968.48

**HOURS:** Monday – Friday 8:30am-5:00pm  
Occasional night and weekend meetings and/or events.

**Position Purpose:**

Performs administrative and professional work in support of Recreation as part of the Parks and Recreation Department. Performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Oversees planning, organization, coordination and supervision of existing and new community recreation programs, youth service programs, and facility-based programs for year-round use for children and adults which is culturally, socially, mentally and physically based.
- Manages and supervises the staff and facilities to achieve programmatic and financial goals with available resources; develops and implements operating and capital budgets that work within the framework of a General Fund budget and Special Revenue budget.
- Develops long-range and master plans related to recreation programs. Additionally, provides support in long-range and master planning efforts for facilities.
- Involved in the acquisition, planning, design, and construction of new facilities, parks, and playgrounds. Works in cooperation with other City departments regarding planning, construction and maintenance of recreational facilities.
- Hires, trains, directs and supervises staff of full-time, part time, work-study students and volunteers to deliver a multitude of services throughout the city including a summer concert series; 3 beaches; and 3 camps. Organizes training seminars and schedules to coordinate staff. Develops organizational structure to meet department goals.
- Maintains confidentiality of all privileged information. Develops yearly as well as long-term budget estimates; administers department budget; calculates program fees. Develops strategies for program financing, through budget appropriations, donation, grants and other funding sources. Acts as the CORI/ SORI representative for the department.
- Performs public relations activities by representing the department at various community functions and meetings; keeps community advised of departmental services. Oversees department marketing efforts working with local media and the City's Public Information Officer; responds to citizen complaints, suggestions and concerns regarding the Recreation Department.

- Develops specification for vendor services; oversees contracts with service vendors and monitors vendor performance. Oversees the preparation of payroll and accounts payable for the department; ensures that the systems and records of expenditures and receipts is functioning properly and efficiently.
- Meets daily with internal and external agencies to coordinate and detail upcoming events, including leagues, tournaments, activities, and other recreational issues.
- Assesses the needs of City residents and trends in the field of recreation to determine if department services are adequate; revises and/or improves facilities and programs as needed to meet determined needs.
- Performs similar or related work as required, directed or as situation dictates.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

A candidate for this position must have a Bachelor's Degree in Recreation, Public Administration or related field, Master's degree preferred, and seven to ten (7-10) years of recreation administration and management experience, plus a thorough knowledge of the principles and practices of the recreation industry or any equivalent combination of education. Five years of working in a highly responsible supervisory capacity. Must have a valid motor vehicle operator's license. Certified Park and Recreation Professional (CPRP) certification preferred.

#### **Knowledge, Ability and Skill:**

**Knowledge:** A candidate for this position should have a thorough knowledge of the principles and practices of the recreation industry, its mission, program alternatives, their benefits and requirements.

**Ability:** Ability to perform multiple tasks and pay attention to detail and perform work with accuracy, work independently and be self-motivated. Ability to deal diplomatically with general public. Ability to conduct independent research and to analyze information in support of short and long-term planning for the Department.

**Skill:** Strong customer service, marketing and business administrative skills; working knowledge of the use and maintenance of recreation facilities, equipment, materials, tools and office software and equipment; and strong verbal, written, listening, and motivational skills. Good organizational skills. Proficient written and oral communication skills. Proficient computer skills with Microsoft Office, MyRec, permitting software, and GIS.

#### **Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:* Performs routine functions under specific instructions from supervisor and with some independent judgment required as to methods or procedures.

*Supervision Received:* Works under the direction of the Director of Parks, Recreation & Cultural Affairs, and/or their designee, in accordance with established policies and procedures.

*Supervision Given:* Has oversight of Directors and Managers

**Job Environment:**

- Work is generally performed in a moderate noise environment under general office conditions but with frequent interruptions.
- Has access to confidential information of the department such as personnel files.
- Operates computer equipment, printer, facsimile machine, telephone, copier, and all other standard office equipment; operates and utilizes all equipment and tools pertaining to recreational facilities.
- Has high degree of interaction with general public, coworkers, other City departments local businesses, and user and civic groups (such as high schools, colleges, youth leagues and various permit holders). Contacts are by phone, email and in person and involve an information exchange dialogue.
- Errors could result in adverse public relations, loss of funds, legal ramifications, reduced level of services, injury to staff and the public, as well as adverse public relations to the City.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

**Please visit our website:**

**[www.framinghamma.gov/jobs](http://www.framinghamma.gov/jobs)**

**The City of Framingham is an Affirmative Action Equal Opportunity Employer.**